



CITY OF HAYWARD

AGENDA REPORT

AGENDA DATE 10/24/00

AGENDA ITEM 7

WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Authorization to Acquire a New Permit Processing System and Appropriate Funds

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution which authorizes the City Manager to execute a contract with Eden Systems, Inc. and increases the existing appropriation for the project by \$30,000.

BACKGROUND/DISCUSSION:

One of the key budget initiatives for the 1999-2001 budget is the replacement of the City's existing online system for permit processing and tracking. The replacement system will serve as a tracking and processing system for land use, building permits and code enforcement. At a future date the system will integrate Internet and GIS functionality to further streamline and facilitate communications between staff and customers.

An Implementation Team consisting of City staff was created to issue a request for proposal (RFP) for a new system and to evaluate the responses. The team received several responses to its RFP and conducted a thorough evaluation including vendor demonstrations, site visits and reference checks. At the end of the evaluation process the team selected the package offered by Eden Systems.

Briefly, the Eden Systems package provides a dedicated computerized application for the processing and tracking of development projects, code enforcement/housing inspection cases and permit issuance. For example, as a development project, residential or commercial, moves through the City's review and approval process a file is created. This electronic file contains all of the information about the project that was formerly found in the "paper" file. Further, notes, comments and other documents originating at the various review points are attached to the file. Finally, since each file has a unique number the status of the file can easily be ascertained by inquiry. In fact, the ability to create management reports analyzing various aspects of all projects in the "system" is one of the strong points of the Eden Systems product.

Another feature that is required by the City is Internet capability for the new system. An important feature of Internet capability will be the ability to allow inquiries to be made over the

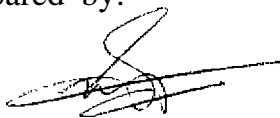
Internet as to a project's status. Eden Systems is currently in the process of developing their Internet module. The Company indicates that this module will be available January 31, 2001. The implementation of the Internet module will follow the installation of the main permit processing system as well as an upgrade of the City's infrastructure to support e-commerce transactions.

The 1999-2001 budget contains a budget of \$300,000 for the project. This budget was developed over a year ago and was staff's best estimate at the time. As the project has progressed much more refined estimates have been developed and the project is now estimated at approximately \$330,000. Areas that show increased cost over the original estimates are the final equipment list, third party software and the Internet module. Staff is requesting that the original appropriation of \$300,000 be increased to \$330,000. In conjunction with the 1999-2001 Budget the City adopted a technology surcharge, which will sunset in June of 2001. The purpose of the surcharge was to raise the funds necessary to pay for the new permit processing system. Staff has reviewed the revenue generated by this source and there are sufficient funds to pay for the requested budget increase.

Following Council's action staff and the vendor will establish a more definitive timeline to implement the system. A phased approach will be taken to implement the system. The first phase will be to implement the core system, which will include data conversion from the existing system as well as user training. Subsequently, Internet capability will be deployed. July 1, 2001 is targeted as the date to go live with the main system.

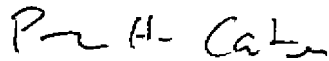
The City's Council Technology Application Committee (CTAC) reviewed this item at its October 11, 2000 meeting. Following discussion, the Committee voted unanimously to recommend to the full Council approval of staff's recommendation regarding the preferred vendor and appropriation of funds.

Prepared by:




Gaurav Garg, Deputy City Manager/Technology Services Director

Recommended by:



Perry Carter, Acting Assistant City Manager

Approved by:



Jesús Armas, City Manager

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO, _____

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE A CONTRACT WITH EDEN SYSTEMS
TO ACQUIRE A NEW PERMIT PROCESSING SYSTEM
AND FOR APPROPRIATION OF FUNDS

WHEREAS, one of the key budget initiatives for the 1999-2001 Budget is the replacement of the **City** of Hayward's existing online system for permit processing and tracking for land use, building permits and code enforcement to further streamling and facilitate communications between City staff and customers; and

WHEREAS, an Implementation Team was created to request and evaluate proposals for a new system and after evaluating several responses, the Team selected the package offered by Eden Systems, which selection was approved by the City's Council Technology Application Committee at its October 11, 2000 meeting; and

WHEREAS, the 1999-2001 Budget contains a budget of \$300,000 for Project 6912 Development Process Technology Upgrade and since that time more refined estimates have been developed and the project is now estimated at approximately \$330,000; and

WHEREAS, in conjunction with the 1999-2001 Budget the City adopted a technology surcharge to raise the funds necessary for the new permit processing system and there are sufficient funds to pay for the increased budget estimate.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute on behalf of the City of Hayward an agreement with Eden Systems for professional services for the Development Process Technology Upgrade Project, Project No. 6912, in an amount not to exceed \$330,000, and in a form to be approved by the City Attorney.

BE IT FURTHER RESOLVED that the appropriation for Project 6912 Development Process Technology Upgrade is increased by \$30,000, with such funds to be transferred from the City's General Fund Undesignated Fund Balance.

IN COUNCIL, HAYWARD, CALIFORNIA _____ . 2000

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward